

Los Angeles Mission, Inc.
Job Description

Job Title: Grounds Keeper/Custodian
Department: Facilities
Reports To: Custodial Supervisor
FLSA Status: Regular, Part-Time, Non- Exempt
Grade Level: 5
Prepared By: Human Resources
Prepared Date: Revised December 2017

SUMMARY:

Demonstrates Christ-like attitude and behavior in all responsibilities. Responsible for maintaining the exterior and interior living plant life and for the cleanliness of the exterior grounds of the Los Angeles Mission properties and adjoining walkways. Performs light maintenance work as directed by the Facilities Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Included but not limited to the following. Other duties may be assigned.

- Coordinate scheduling and training for Fresh Start and Jump Start student workers assigned to grounds keeping, and maintain daily job log of all activities.
- Responsible for cultivation, fertilization, pruning, and cleaning, for all the living plant life within the Los Angeles Mission properties.
- Submits ideas of area to add/change foliage.
- Responsible for Maintaining the landscape irrigation systems, including the setting of start and stop times for all sections, minor repairs, and reporting any system problems to the Custodial Supervisor.
- Ability to use high pressure water system to maintain the Plaza patio area and container for plants. report all abnormal conditions of equipment to Custodial Supervisor.
- Ability to maintain grounds; keep storage yard area spotless in a well-ordered fashion.
- Submit ideas and theories for possible cost saving, energy saving, recycling incentives, and safety procedures which will assist in the operation and maintenance of the Los Angeles Mission grounds.
- Follows all safety procedures and precautionary measures to eliminate injury and risk at the Los Angeles Mission.
- Ability to maintain all service equipment and tools and perform minor building repairs as directed by the Custodial Supervisor.

SUPERVISORY RESPONSIBILITIES:

Supervise student workers as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Bilingual (English/Spanish) a plus.

EDUCATION and/or EXPERIENCE:

One-year certificate from college or technical school, or three to six months related experience and/or training, or equivalent combination of education and experience. Employee must have experience using basic hand and power tools, scissor lift, jack lift, jackhammer, ladders, power fed snakes, painting supplies, cart, dolly and pallet jack. Employee must have knowledge and experience in arboriculture and horticultural principles and practices. Knowledge of methods, materials, equipment and tools used in grounds keeping and knowledge of soils, fertilizers and methods of plant cultivation compatible with local environment conditions.

TECHNOLOGY SKILLS:

Computer literacy is required. Ability to operate Microsoft Word, Microsoft Outlook, and internet-based applications like Paychex Flex Employee/Manager Self Service Portal and Outlook Web Access with ease. Other business software may be deployed related to job functions.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS:

Current driver's license

LOS ANGELES MISSION EVENTS:

All Mission employees are required to work the four (4) yearly Mission street events; Good Friday, Summer Block Party, Thanksgiving and Christmas, if/as scheduled. Accommodations will be made if necessary. Exceptions must be approved by a member of the ELT and Special Assistant to the President.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to walk and talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand, use hands to finger, handle, or feel, reach with hands and arms, climb or balance,

stoop, kneel, crouch, or crawl, and taste or smell. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include distance vision, color vision, peripheral vision, and depth perception.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions, moving mechanical parts, high, precarious places, fumes or airborne particles, toxic or caustic chemicals, and outside weather conditions.

I understand the above job description and agree to comply with, and be subject to, its conditions. I understand that the company reserves the right to delegate, remove, expand or change any and all responsibilities listed above and will inform me of any such change. In addition to meeting the job duties listed above, I agree to abide by the Company policies contained in the employee handbook. I acknowledge that I can fulfill the above duties with or without reasonable accommodation.

Employee Signature

Date

Employee Name (please print)

Date

Approval

Date